

MEMORANDUM

Date: March 30, 1998

From: Code 3400

To: All Purchase Cardholders and Approving Officials

Subj: PURCHASE CARD INSTRUCTION AND GUIDANCE FOR NEW PLATFORM

Ref: (a) E-mail dated 10 Feb 1998; Subj: Migration to New system for Purchase Card Platform
(b) Naval Message Oct 97; Subj: DON Financial Management Procedures for the IMPAC
(c) USD Memo of 17 Oct 1996
(d) NRLINST 4200.3A, Credit Card Policy and Procedures

1. Reference (a) discussed the migration to the new purchase card Corporate Payment System (CPS). With the migration to the new platform all cardholders should have received and activated their new purchase cards.

2. In accordance with reference (b), the new Purchase card **APay** and **Confirm Procedures** will be followed by FMD. There will be no changes to cardholder procedures. However, you will note on the new Cardholders Statement of Account, a new **ATotal in Dispute** block. The dollar amount in this block is for FMD records only and will NOT necessarily match the actual dollar amounts of the Statement of Questioned Items (SQIs) submitted by the cardholder, due to pay and confirm procedures. You should disregard this total. All SQIs are to be submitted to FMD along with your Cardholder Statement of Account and Billing Account Statement: Do not forward your SQIs directly to the I.M.P.A.C. Card Services as indicated on the reverse of the Cardholder Statement of Account, so we can handle these centrally and maintain a corporate record of all SQIs. FMD point of contact for all SQIs is Linda Goode at (202) 404-2019.

3. In accordance with reference (c), all Approving Officials are designated as Certifying Officers. The Approving Official's statement received, will be the official invoice, require certification, and forwarding to FMD prior to payment. The language on the mandated certification statement, that appears on the revised Approving Official's statement, *could* place the Approving Official in jeopardy of personal financial liability. Code 3000 has raised concerns outside of NRL, over the certification statement and the proposed DOD Directive covering the responsibilities and liabilities of certifying officers (approving officials). Therefore, at this time, approving officials are not required to sign the **Plain Language Responsibilities: Purchase Card Certifying Officer** Statement on the reverse of the Billing Account Statement. However, not signing the statement, does not excuse the Approving Official from their responsibilities in the purchase card program. As always and in accordance with reference (d) the Approving Officials must scrutinize each transaction for propriety and ensure that regulations are followed and deficiencies corrected. The approving official is personally and financially liable to the Government for the amount of any unauthorized purchases he/she knowingly approves which are not for official Government use. Approving officials who knowingly approve unauthorized transactions made by the cardholder are negligent in their duties and may also face disciplinary action.

4. We will provide refresher cardholder and approving official training once the new statement has been received and we can address unresolved issues and concerns. If additional information is

required, please feel free to contact K Hunter or Judy Hope at 767-6950.

C. Hartman
Supply Officer